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State of New Jersey  
DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
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TRENTON, NJ 08625-0081

MATTHEW J. PLATKIN  
*Acting Attorney General*

WILLIAM H. CRANFORD  
*Chief Administrative Officer*

June 8, 2022  
**NOTICE OF JOB VACANCY**  
**#22-288**

An opportunity currently exists in the unclassified service with the Department of Law and Public Safety, Division of Criminal Justice, for applicants who meet the requirements specified below:

**TITLE:** Manager 2, Department of Law and Public Safety  
(Chief, State Office of Victim-Witness Advocacy)

**SALARY:** \$71,878.65 to \$115,733.90

**LOCATION:** Division of Criminal Justice  
State Office of Victim-Witness Advocacy  
Richard J. Hughes Justice Complex, Trenton, NJ  
*Statewide travel required for work responsibilities.*

**NUMBER OF POSITIONS AVAILABLE:** One (1)

**DUTIES:** Under the limited supervision of a supervisory officer in the Division of Criminal Justice (the Division), the Manager 2 assigned to the State Office of Victim Witness Advocacy (SOVWA) will have oversight of all staff and programming assigned to SOVWA. The Manager will oversee the provision of services to victims and witnesses in cases prosecuted by the Division and will oversee advocate staff; will take a lead role in drafting and implementing policies related to victims across the State and changes in law or regulations; will create and coordinate victim-centered training for law enforcement, the public, and other entities and stakeholder; will provide outreach to advocacy and stakeholder groups in the victim services community; will assign cases and projects to staff in accordance with specific needs; will manage SOVWA's grant, inclusive of compliance and reporting; will take the lead on statewide initiatives and programs as directed by the Division Director or the Attorney General; will provide technical assistance and support to the 21 County Prosecutors' Offices of Victim-Witness Advocacy; will identify service needs and work cooperatively with the Office of the Attorney General Grants Unit; will work closely with Sexual Assault Response Team and Forensic Nurse Examiner Coordinators and serves as liaison for their programming; will actively participate in policy development; will assess training needs for staff; will work collaboratively on criminal cases with attorneys, detectives, staff, and various partner agencies; will work collaboratively with service providers and stakeholders on initiatives and campaigns to educate on victim resources; will recommend formulation and revisions of policy, regulations, methodologies, procedures, and strategies to achieve organizational goals; will serve on various committees and working groups as a representative of the Division Director of the Attorney General; and performs other related managerial assignments, as required.

**REQUIREMENTS**

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree.

**EXPERIENCE:** Five (5) years of experience in program management, two (2) years of which shall have been in a supervisory capacity.

**NOTE:** A Master's degree in various fields of study relevant to human resources, administration, management, business and commerce, public affairs, accounting and finance, data processing/computer sciences, or related fields denoting program management and concepts may be substituted for one (1) year of indicated nonmanagerial/supervisory experience.

**NOTE:** Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey.

**PREFERENCE:** Preference will be given to candidates with a demonstrated ability to work effectively with a broad cross-section of stakeholders; who possess excellent organization and communications skills; who have extensive experience working with and assisting crime victims and witnesses; who have experience with program evaluation; who understand trauma-informed/victim-centered practices; who are experienced with the New Jersey criminal justice system; who understand the State's specialized victim service providers; who understand the role of County and State victim witness advocates; and who are familiar with the Victims of Crime Compensation Office (VCCO).

**RESUME NOTE:** Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.

***If qualified, please send a cover letter indicating interest in job vacancy announcement #22-288 and current resume on or before the closing date of June 22, 2022 to:***

Recruitment Coordinator:  
[LPS.Humanresources@njoag.gov](mailto:LPS.Humanresources@njoag.gov)

**-OR-**

Recruitment Coordinator  
Department of Administration  
Human Resource Management  
P.O. Box 081, Trenton, NJ 08625-0081

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

